

July 9, 2018 8:30 A.M.

**JONES COUNTY BOARD OF COMMISSIONERS**

**REGULAR MEETING**

**JONES COUNTY AGRICULTURAL BUILDING, 110 MARKET STREET**

**TRENTON, NC 28585**

**MINUTES**

**COMMISSIONERS PRESENT:**

Mike Haddock, Chairperson  
Joseph Wiggins, Vice-Chairperson  
Zack Koonce, Commissioner  
Sondra Ipock-Riggs, Commissioner  
Frank Emory, Commissioner

**OFFICIALS PRESENT:**

Franky J. Howard, County Manager  
Angelica Hall, Clerk  
Brenda Reece, Finance Officer  
Hope Avery, Tax Admin/Assessor  
Susan Riggs, Tax Collector  
Wesley Smith, Health Director

The Chairperson called the meeting to order and Commissioner Zack Koonce gave the invocation. **MOTION** was made by Commissioner Joseph Wiggins, seconded by Commissioner Zack Koonce and unanimously carried **THAT** the agenda be **APPROVED** with the following addition:

13. Board of Equalization and Review

**MOTION** made by Commissioner Frank Emory, seconded by Commissioner Zack Koonce, and unanimously carried **THAT** the minutes for Regular Meeting June 18, 2018 be **APPROVED** as presented.

**PUBLIC COMMENT PERIOD:**

None

**1. ADDITIONAL WIC FUNDS**

Mr. Wesley Smith, Health Director, requested the Board's approval for receipt of additional funds in the amount of \$1,072.00 from the NC Division of Public Health, Women's and Children's Health Sections. The additional funding will assist the local health department to continue with the objective of the Special Supplemental Nutrition program for WIC.

**MOTION** made by Commissioner Joseph Wiggins, seconded by Commissioner Zack Koonce and unanimously carried **THAT** the request to receive additional funds in the amount of \$1072.00 be **APPROVED** as presented. A copy of the request is marked **EXHIBIT A** and is hereby incorporated and made a part of the minutes.

**2. ANIMAL BITE/RABIES EXPOSURE REPORT FOR FY 2017-18**

Mr. Wesley Smith, Health Director, presented the Board with the Animal Bite/Rabies Exposure Report for FY 2017-18. Mr. Smith informed the Board that in FY 2017-18, the Health Department responded to 21 cases involving animal bites and 2 cases of rabies exposure for a total of 23 cases. Commissioner Sondra Ipock-Riggs requested that Mr. Smith send a letter to all County employees informing them that as employees, they are not allowed

to bring animals within their work office or other county offices. A copy of the report is marked **EXHIBIT B** and is hereby incorporated and made a part of the minutes.

### **3. PURCHASING POLICY**

Mr. Franky Howard, County Manager, presented the Board with the Jones County Purchasing Policy for approval. This policy was reviewed and discussed during the last meeting.

**MOTION** made by Commissioner Frank Emory, seconded by Commissioner Zack Koonce and unanimously carried **THAT** the Jones County Purchasing Policy be **APPROVED** as presented. A copy of the policy is marked **EXHIBIT C** and is hereby incorporated and made a part of the minutes.

### **4. HEALTH INSURANCE POLICY ADDENDUM**

Mr. Franky Howard, County Manager, presented the Board with the addendum to the County Health Insurance Policy. Mr. Howard explained that in the past Commissioners have been offered Health Insurance as regular employees, however, due to budgetary reasons we have discussed amending the policy. As of July 1, 2018, any new commissioner that chooses to be on the County Insurance Policy will have to pay the full rate and can have that deducted from their paycheck. **MOTION** made by Commissioner Frank Emory, seconded by Commissioner Zack Koonce **THAT** the Health Insurance Policy Addendum be **APPROVED**. A copy of the addendum is marked **EXHIBIT D** and is hereby incorporated and made a part of the minutes.

### **5. TRAVEL STIPEND POLICY ADDENDUM**

Mr. Franky Howard, County Manager, presented the Board with the addendum to the Travel Stipend policy. Mr. Howard explained that each commissioner receives a monthly travel stipend that is to cover all mileage and meals as they are conducting the business of their County Commissioner role. Also, the county may cover other travel cost such as meals when traveling as a group on official business and this will be as a direct payment using a County Official's credit card, not as a reimbursement. **MOTION** made by Commissioner Joseph Wiggins, seconded by Commissioner Frank Emory and unanimously carried **THAT** the Travel Stipend Policy Addendum be **APPROVED** as presented. A copy of the addendum is marked **EXHIBIT E** and is hereby incorporated and made a part of the minutes.

### **6. TAX ADMIN/ASSESSOR APPOINTMENT- HOPE AVERY**

Mr. Howard, County Manager, presented the Board with a request to re-appoint Hope Avery as Tax Administrator and Assessor for Fiscal Year 2018-19 for a 1 year term (July 1, 2018- June 30, 2019). **MOTION** made by Commissioner Frank Emory, seconded by Commissioner Zack Koonce and unanimously carried **THAT** the re-appointment of Hope Avery as the Tax Admin/Assessor be **APPROVED** as presented.

### **7. TAX COLLECTOR APPOINTMENT- SUSAN RIGGS**

Mr. Franky Howard, County Manager, presented the Board a request to re-appoint Susan Riggs as the Jones County Tax Collector for Fiscal Year 2018-19 for a 1 year term (July 1, 2018- June 30, 2019). **MOTION** made by Commissioner Frank Emory, seconded by Commissioner Zack Koonce and unanimously carried **THAT** the re-appointment of Susan

Riggs as the Jones County Tax Collector be **APPROVED** as presented. A copy of the Oath of Office is marked **EXHIBIT F** and is hereby incorporated and made a part of the minutes.

#### **8. 2017 TAX SETTLEMENT REPORT**

Mr. Franky Howard, County Manager, presented the Board with the 2017 Tax Settlement Report. **MOTION** made by Commissioner Frank Emory, seconded by Commissioner Sondra Ipock-Riggs and unanimously carried **THAT** the Tax settlement report for Tax year 2017 be **APPROVED** as presented. A copy of the report is marked **EXHIBIT G** and is hereby incorporated and made a part of the minutes.

#### **9. CHARGE TAX COLLECTIONS 2018-19**

**MOTION** made by Commissioner Joseph Wiggins, seconded by Commissioner Zack Koonce and unanimously carried **THAT** Susan Riggs be CHARGED as the Tax Collector for fiscal year 2018-2019. A copy of the Tax Collector Charge is marked **EXHIBIT H** and is hereby incorporated and made a part of the minutes.

#### **10. JONES COUNTY ABC BOARD BUDGET**

Mr. Franky Howard, County Manager, presented the Board with the Jones County ABC budget for 2018-19. **MOTION** made by Commissioner Joseph Wiggins, seconded by Commissioner Frank Emory and unanimously carried **THAT** the Jones County ABC Budget be **APPROVED** as presented. A copy of the Budget is marked **EXHIBIT I** and is hereby incorporated and made a part of the minutes.

#### **11. 2017 TAX VALUE APPEAL- CHARLES BYTHE**

Mr. Franky Howard, County Manager, presented the Board with a letter from Mr. Charles Blythe. Mr. Blythe is part owner of a lot/house at 5382 White Oak River Road. This property was purchased in March of 2017 with the intentions of tearing down the home. The problem is they never contacted the Tax Office prior to the 2017 tax bills being generated to request the home value be removed. Mr. Howard explained that he confirmed with the County Attorney that the Commissioners are not authorized to amend the values once tax bills have gone out. However, moving forward Hope Avery has gone out and made the proper adjustments for 2018 and they will only be billed for the land this year. **MOTION** made by Commissioner Frank Emory, seconded by Commissioner Zack Koonce and unanimously carried **THAT** Franky Howard, County Manager, draft a letter to Mr. Blythe explaining the process. A copy of the letter is marked **EXHIBIT J** and is hereby incorporated and made a part of the minutes.

#### **12. COMMISSIONER OF INSURANCE- MIKE CAUSEY**

NC Commissioner of Insurance, Mr. Mike Causey, spoke briefly with the Board about the many things the Department is doing throughout the State, how the department functions and the several divisions within the department. Mr. Causey explained that he was in the area

visiting with several insurance agencies and fire departments and that he was extremely excited to be visiting in the County.

### **13. BOARD OF EQUALIZATION AND REVIEW**

**MOTION** made by Commissioner Joseph Wiggins, seconded by Commissioner Sondra Ipock-Riggs, and unanimously carried **THAT** the Board of Equalization and Review be adjourned.

### **COUNTY MANAGER'S REPORT**

No Report

### **COMMISSIONER'S REPORTS**

*Commissioner Sondra Ipock-Riggs* requested the amount of money that was in reserve for the Water Department and for the Civic Center; specifically how much money was being made and lost. Also, requested an update on the letter to the DOT and an update on the information from Roger Dail on the protocol for emergency calls.

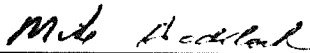
*Commissioner Zack Koonce*- Announced that he attended the following meetings: Department of Social Services Board Meeting, the Filling Station and Brock Mill Pond.

*Chairperson Mike Haddock*- Requested update on the Soil and Water Position.

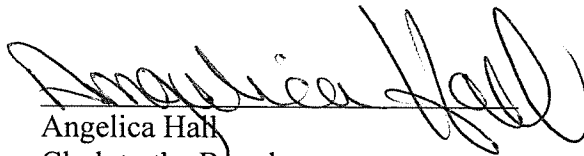
### **PUBLIC COMMENT**

None

**MOTION** made by Commissioner Joseph Wiggins, seconded by Commissioner Zack Koonce, and unanimously carried **THAT** the meeting be **ADJOURNED** at 10:00 a.m.



Mike Haddock  
Chairman



Angelica Hall  
Clerk to the Board



# Division of Public Health

## Agreement Addendum

### FY 18-19

Page 1 of 2

Jones County Health Department  
**Local Health Department Legal Name**

403 WIC  
**Activity Number and Description**

06/01/2018 – 05/31/2019  
**Service Period**

07/01/2018 – 06/30/2019  
**Payment Period**

☐ Original Agreement Addendum  
☒ Agreement Addendum Revision # 1

Women's and Children's Health Section  
 Nutrition Services Branch  
**DPH Section / Branch Name**

Sheila J. Hirt (919) 707-5793  
 Sheila.Hirt@dhhs.nc.gov  
**DPH Program Contact**  
 (name, phone number, and email)

**DPH Program Signature** **Date**  
 (only required for a negotiable agreement addendum)

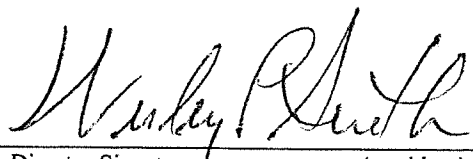
I. **Background:**  
 No change.

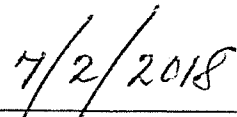
II. **Purpose:**  
 This Agreement Addendum Revision #1 awards special time-limited funds to the Local Health Department in order to acquire approved equipment, approved services, or approved staff training as described in Section III below.

III. **Scope of Work and Deliverables:**  
*As of July 1, 2018, this Agreement Addendum, Revision #1 adds Paragraph 12, as follows:*

**12. Deliverable #12 – Special Funding for Equipment, Services, or Staff Training**  
 In order to further enhance its ability to continue with the objective of the Special Supplemental Nutrition Program for WIC, the Local Health Department shall use the funds provided under this Agreement Addendum Revision #1 to acquire equipment, services, or staff training, as has been approved by the Nutrition Services Branch in June 2018. The acquisition will assist the Local Health Department in its efforts to provide supplemental nutritious foods, nutrition education, and referrals to health care for low-income persons during critical periods of growth and development, promote increased program participation, and encourage participant retention.

IV. **Performance Measures/Reporting Requirements:**  
 No change.

  
 Health Director Signature (use blue ink)

  
 Date

Local Health Department to complete:	LHD program contact name: <u>LORRAINE MOORE RN</u>
(If follow-up information is needed by DPH)	Phone number with area code: <u>252-448-9111 EXT 3016</u>
	Email address: <u>lmoore@jonescountync.gov</u>

Signature on this page signifies you have read and accepted all pages of this document.

Revised July 2017

V. **Performance Monitoring and Quality Assurance:**

No change.

VI. **Funding Guidelines or Restrictions:**

*As of July 1, 2018, this Agreement Addendum, Revision #1 adds Paragraph 7 and 8, as follows:*

7. Special funds have been placed in the 'Client Services' category as detailed on Attachment B-1. If the Local Health Department chooses to further distribute funds among the four WIC activities, adhering to threshold requirements, it may do so by completing the Attachment B-1 "WIC Budget Page" and submitting the budgetary realignment to the Nutrition Services Branch's State Office.
8. Final reconciliation of special funds must occur no later than October 31, 2018 for Federal Fiscal Year 2018 funding. This funding is delineated by the code "GJ" and shall be used for the purchase of approved special funding equipment and services during the time period of July 1, 2018 through September 30, 2018.

## FY19 Activity: 403 WIC

## Supplement 3

Supplement reason: ☒ In AA+BE or AA+BE Rev -OR- ☐ -

CFDA #: 10.557 Federal awd date: 10/1/17 Is award R&amp;D? no FAIN: 185NC705W1003 Total amount of fed awd: \$ 8,778,595

CFDA Special Supplemental Nutrition Program for  
name: Women, Infants and Children

Fed award project description: Women, Infants & Children (2 Year)

Fed awarding agency: USDA, Food and Nutrition Service Federal award indirect cost rate: n/a %

Subrecipient	Subrecipient DUNS	Fed funds for this Supplement	Total All fed funds for this Activity	Subrecipient	Subrecipient DUNS	Fed funds for this Supplement	Total All fed funds for this Activity
Alamance	965194483	=	=	Jackson	019728518	\$5,406	\$174,102
Albemarle	130537822	\$25,913	\$790,589	Johnston	097599104	\$15,617	\$760,889
Alexander	030495105	=	=	Jones	095116935	\$1,072	\$46,216
Anson	847163029	=	=	Lee	067439703	\$2,234	\$382,790
Appalachian	780131541	\$15,002	\$316,556	Lenoir	042789748	=	=
Beaufort	091567776	\$1,935	\$292,203	Lincoln	086869336	\$2,000	\$333,848
Bladen	084171628	=	=	Macon	070626825	\$15,187	\$216,157
Brunswick	091571349	=	=	Madison	831052873	\$8,819	\$100,889
Buncombe	879203560	\$25,223	\$830,885	MTW	087204173	\$4,919	\$244,103
Burke	883321205	=	=	Mecklenburg	074498353	\$13,440	\$4,165,698
Cabarrus	143408289	=	=	Montgomery	025384603	\$10,740	\$192,702
Caldwell	948113402	\$21,815	\$343,961	Moore	050988146	=	=
Carteret	058735804	=	=	Nash	050425677	=	=
Caswell	077846053	=	=	New Hanover	040029563	=	=
Catawba	083677138	\$32,836	\$764,248	Northampton	097594477	=	=
Chatham	131356607	=	=	Onslow	172663270	=	=
Cherokee	130705072	\$4,559	\$141,575	Orange	139209659	=	=
Clay	145058231	\$110	\$56,738	Pamlico	097600456	=	=
Cleveland	879924850	\$956	\$556,742	Pender	100955413	=	=
Columbus	040040016	=	=	Person	091563718	\$12,392	\$219,500
Craven	091564294	=	=	Pitt	080889694	\$25,531	\$929,797
Cumberland	123914376	=	=	Randolph	027873132	=	=
Dare	082358631	\$5,720	\$134,222	Richmond	070621339	\$4,324	\$312,412
Davidson	077839744	\$9,527	\$692,231	Robeson	082367871	=	=
Davie	076526651	=	=	Rockingham	077847143	=	=
Duplin	095124798	=	=	Rowan	074494014	=	=
Durham	088564075	=	=	RPM	782359004	=	=
Edgecombe	093125375	=	=	Sampson	825573975	=	=
Forsyth	105316439	\$5,541	\$1,830,111	Scotland	091564146	=	=
Franklin	084168632	=	=	Stanly	131060829	\$4,087	\$294,949
Gaston	071062186	=	=	Stokes	085442705	=	=
Graham	020952383	=	=	Surry	077821858	\$4,175	\$336,617
Granville-Vance	063347626	\$35,633	\$543,899	Swain	146437553	\$1,577	\$59,195
Greene	091564591	=	=	Toe River	113345201	\$13,214	\$253,982
Guilford	071563613	=	=	Transylvania	030494215	\$2,100	\$117,336
Halifax	014305957	\$18,006	\$369,852	Union	079051637	\$16,702	\$674,656
Harnett	091565986	=	=	Wake	019625961	=	=
Haywood	070620232	=	=	Warren	030239953	=	=
Henderson	085021470	\$40,025	\$427,709	Wayne	040036170	\$5,949	\$788,445
Hertford	627320971	=	=	Wilkes	067439950	=	=
Hoke	091563643	=	=	Wilson	075585695	\$17,443	\$542,935
Hyde	832526243	\$1,177	\$22,165	Yadkin	089910624	\$4,368	\$209,298
Iredell	074504507	\$17,908	\$685,366				

Activity 403	AA	13A2 5403 GJ	13A2 5403 GK	13A2 5404 GJ	13A2 5404 GK	13A2 5405 GJ	13A2 5405 GK	13A2 5409 GJ	13A2 5409 GK	Proposed Total	New Total
Service Period		06/01-09/30	10/01-05/31	06/01-09/30	10/01-05/31	06/01-09/30	10/01-05/31	06/01-09/30	10/01-05/31		
Payment Period		07/01-10/30	11/01-06/30	07/01-10/30	11/01-06/30	07/01-10/30	11/01-06/30	07/01-10/30	11/01-06/30		
01 Alamance		0	0	0	0	0	0	0	0	0	746,262
D1 Albemarle	* 1	25,913	0	0	0	0	0	0	0	25,913	790,589
02 Alexander		0	0	0	0	0	0	0	0	0	138,798
04 Anson		0	0	0	0	0	0	0	0	0	148,896
D2 Appalachian	* 1	15,002	0	0	0	0	0	0	0	15,002	316,556
07 Beaufort	* 1	1,935	0	0	0	0	0	0	0	1,935	292,203
09 Bladen		0	0	0	0	0	0	0	0	0	209,088
10 Brunswick		0	0	0	0	0	0	0	0	0	488,664
11 Buncombe	* 1	25,223	0	0	0	0	0	0	0	25,223	830,885
12 Burke		0	0	0	0	0	0	0	0	0	452,430
13 Cabarrus		0	0	0	0	0	0	0	0	0	698,544
14 Caldwell	* 1	21,815	0	0	0	0	0	0	0	21,815	343,961
16 Carteret		0	0	0	0	0	0	0	0	0	258,390
17 Caswell		0	0	0	0	0	0	0	0	0	102,366
18 Catawba	* 1	32,836	0	0	0	0	0	0	0	32,836	764,248
19 Chatham		0	0	0	0	0	0	0	0	0	0
20 Cherokee	* 1	4,559	0	0	0	0	0	0	0	4,559	141,575
22 Clay	* 1	110	0	0	0	0	0	0	0	110	56,738
23 Cleveland	* 1	956	0	0	0	0	0	0	0	956	556,742
24 Columbus		0	0	0	0	0	0	0	0	0	327,690
25 Craven		0	0	0	0	0	0	0	0	0	568,854
26 Cumberland		0	0	0	0	0	0	0	0	0	2,376,792
28 Dare	* 1	5,720	0	0	0	0	0	0	0	5,720	134,222
29 Davidson	* 1	9,527	0	0	0	0	0	0	0	9,527	692,231
Davie		0	0	0	0	0	0	0	0	0	167,508
Duplin		0	0	0	0	0	0	0	0	0	413,424
32 Durham		0	0	0	0	0	0	0	0	0	0
33 Edgecombe		0	0	0	0	0	0	0	0	0	341,352
34 Forsyth	* 1	5,541	0	0	0	0	0	0	0	5,541	1,830,111
35 Franklin		0	0	0	0	0	0	0	0	0	228,492
36 Gaston		0	0	0	0	0	0	0	0	0	871,200
38 Graham		0	0	0	0	0	0	0	0	0	62,964
D3 Gran-Vance	* 1	35,633	0	0	0	0	0	0	0	35,633	543,899
40 Greene		0	0	0	0	0	0	0	0	0	142,560
41 Guilford		0	0	0	0	0	0	0	0	0	2,399,958
42 Halifax	* 1	18,006	0	0	0	0	0	0	0	18,006	369,852
43 Harnett		0	0	0	0	0	0	0	0	0	616,770
44 Haywood		0	0	0	0	0	0	0	0	0	263,736
45 Henderson	* 1	40,025	0	0	0	0	0	0	0	40,025	427,709
46 Hertford		0	0	0	0	0	0	0	0	0	0
47 Hoke		0	0	0	0	0	0	0	0	0	349,272
48 Hyde	* 1	1,177	0	0	0	0	0	0	0	1,177	22,165
49 Iredell	* 1	17,908	0	0	0	0	0	0	0	17,908	685,366
50 Jackson	* 1	5,406	0	0	0	0	0	0	0	5,406	174,102
51 Johnston	* 1	15,617	0	0	0	0	0	0	0	15,617	760,889
52 Jones	* 1	1,072	0	0	0	0	0	0	0	1,072	46,216
53 Lee	* 1	2,234	0	0	0	0	0	0	0	2,234	382,790
54 Lenoir		0	0	0	0	0	0	0	0	0	330,858
55 Lincoln	* 1	2,000	0	0	0	0	0	0	0	2,000	333,848
56 Macon	* 1	15,187	0	0	0	0	0	0	0	15,187	216,157
57 Madison	* 1	8,819	0	0	0	0	0	0	0	8,819	100,889
M-T-W	* 1	4,919	0	0	0	0	0	0	0	4,919	244,103
Mecklenburg	* 1	13,440	0	0	0	0	0	0	0	13,440	4,165,698
62 Montgomery	* 1	10,740	0	0	0	0	0	0	0	10,740	192,702
63 Moore		0	0	0	0	0	0	0	0	0	345,114
64 Nash		0	0	0	0	0	0	0	0	0	583,506

65 New Hanover		0	0	0	0	0	0	0	0	0	0	623,106
66 Northampton		0	0	0	0	0	0	0	0	0	0	116,028
67 Onslow		0	0	0	0	0	0	0	0	0	0	1,401,840
68 Orange		0	0	0	0	0	0	0	0	0	0	0
69 Pamlico		0	0	0	0	0	0	0	0	0	0	56,232
71 Pender		0	0	0	0	0	0	0	0	0	0	278,982
Person	* 1	12,392	0	0	0	0	0	0	0	0	12,392	219,500
+ Pitt	* 1	25,531	0	0	0	0	0	0	0	0	25,531	929,797
76 Randolph		0	0	0	0	0	0	0	0	0	0	721,908
77 Richmond	* 1	4,324	0	0	0	0	0	0	0	0	4,324	312,412
78 Robeson		0	0	0	0	0	0	0	0	0	0	795,564
79 Rockingham		0	0	0	0	0	0	0	0	0	0	437,184
80 Rowan		0	0	0	0	0	0	0	0	0	0	534,798
D5 R-P-M		0	0	0	0	0	0	0	0	0	0	640,728
82 Sampson		0	0	0	0	0	0	0	0	0	0	380,556
83 Scotland		0	0	0	0	0	0	0	0	0	0	323,532
84 Stanly	* 1	4,087	0	0	0	0	0	0	0	0	4,087	294,949
85 Stokes		0	0	0	0	0	0	0	0	0	0	166,518
86 Surry	* 1	4,175	0	0	0	0	0	0	0	0	4,175	336,617
87 Swain	* 1	1,577	0	0	0	0	0	0	0	0	1,577	59,195
D6 Toe River	* 1	13,214	0	0	0	0	0	0	0	0	13,214	253,982
88 Transylvania	* 1	2,100	0	0	0	0	0	0	0	0	2,100	117,336
90 Union	* 1	16,702	0	0	0	0	0	0	0	0	16,702	674,656
92 Wake		0	0	0	0	0	0	0	0	0	0	3,049,794
93 Warren		0	0	0	0	0	0	0	0	0	0	104,742
96 Wayne	* 1	5,949	0	0	0	0	0	0	0	0	5,949	788,445
97 Wilkes		0	0	0	0	0	0	0	0	0	0	329,274
98 Wilson	* 1	17,443	0	0	0	0	0	0	0	0	17,443	542,935
99 Yadkin	* 1	4,368	0	0	0	0	0	0	0	0	4,368	209,298
Totals		453,182	0	0	0	0	0	0	0	0	453,182	43,749,842

Sign and Date - DPH Program Administrator

Sign and Date - DPH Section Chief

*[Signature]*  
and Date - DPH Contracts Office

*Kendra Pocha for Kelly Kimple* 6/25/18  
Sign and Date - DPH Budget Officer

*[Signature]* 6-25-18

*Camela Gall* 6/26/18

*bpamratt* 6-26-18

## Attachment B-1

Original

Revision applies to:

FFY allocation (Oct.-May)

STATE USE ONLY	
FRC	FRC

This form may be reproduced and used to submit budget revisions. When submitting budget revisions, show the amount of funds being increased/decreased in the amount column for the respective activity (ex. +1000 or -1000). Line through the total amount and put a zero. Indicate the Revision #. Budget revisions are due in the program office by May 1st for close-out of the state fiscal year and September 1st for close-out of the federal fiscal year. This form should be mailed to the WIC Operations Manager, 1914 Mail Service Center, Raleigh, NC 27699-1914.

Date \_\_\_\_\_



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

DANIEL STALEY  
DIRECTOR

June 5, 2018

MEMORANDUM

TO: Lorraine Moore, WIC Director  
Jones County Health Department

FROM: *Kim Lovenduski*  
Kim Lovenduski, Operations Manager  
Nutrition Services Branch

SUBJECT: SFY 2019 Special Funding Approval

Your special funding request to purchase equipment and/or services has been approved at the following total price.

QTY	ITEM	UNIT COST	SUBTOTAL
50	Growth Chart	\$ 1.00	\$ 50.00
100	Immunization Wallet Card	\$ 0.15	\$ 15.00
50	Cello Wrapped Toothbrush	\$ 0.60	\$ 30.00
25	Soft-Tipped Feeding Spoon	\$ 1.20	\$ 30.00
20	"This Side Up" T-Shirt	\$ 2.00	\$ 40.00
50	Crayons for Nutritional Activities	\$ 0.35	\$ 17.50
2	Storing Breastmilk Education Flier	\$ 6.00	\$ 12.00
25	Breastfeeding Benefits (English)	\$ 0.20	\$ 5.00
5	Breastfeeding Benefits (Spanish)	\$ 0.20	\$ 1.00
50	Finger Brush Gum Massager	\$ 0.80	\$ 40.00
10	Ways to Praise Sippy Cup	\$ 2.00	\$ 20.00
25	Baby Food Storage (Set of 3)	\$ 1.20	\$ 30.00
15	Born to Be Breastfed Bib	\$ 1.00	\$ 15.00
25	Food Storage Travel Bowl with Lid	\$ 1.20	\$ 30.00
50	Immunization Schedule Magnet	\$ 0.80	\$ 40.00
50	Trainer Cup with Slotted Lid	\$ 1.90	\$ 95.00

WWW.NCDHHS.GOV  
TEL 919-707-5800 • FAX 919-870-4818  
LOCATION: 5601 SIX FORKS ROAD • RALEIGH, NC 27609  
MAILING ADDRESS: 5601 SIX FORKS ROAD • 1914 MAIL SERVICE CENTER • RALEIGH, NC 27699-1914  
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

50	Lady Bug Child Toothbrush	\$ 0.50	\$ 25.00
50	Babies Born to Be Breastfed	\$ 2.00	\$ 100.00
25	Disney Fork and Spoon Set	\$ 1.40	\$ 35.00
50	Fruit and Veggies ABC's Little Book (English)	\$ 1.00	\$ 50.00
15	Fruit and Veggies ABC's Little Book (Spanish)	\$ 1.00	\$ 15.00
5	Eat at Mom's Breastfeeding T-Shirt (Spanish)	\$ 2.00	\$ 10.00
25	Ten Tips Breastfeeding (English)	\$ 0.22	\$ 5.50
10	Ten Tips Breastfeeding (Spanish)	\$ 0.22	\$ 2.20
10	Bookmark (Spanish)	\$ 0.70	\$ 7.00
25	Bookmark (English)	\$ 0.70	\$ 17.50
3	WIC Plastic Bilingual Bag (Set of 50)	\$ 19.00	\$ 57.00
50	Toothbrush Timer	\$ 0.95	\$ 47.50
25	Bling Mom Laminated Tote	\$ 1.60	\$ 40.00
25	Burp Cloths	\$ 1.80	\$ 45.00
50	My Plate Activity Book	\$ 1.00	\$ 50.00
1	Breastfeeding Position Tear Pad	\$ 10.00	\$ 10.00
1	Working Breastfeeding Tear Pad	\$ 10.00	\$ 10.00
1	Pumping Primer Flier	\$ 10.00	\$ 10.00
1	Shipping/Handling/Tax	\$ 63.84	\$ 63.84
		<b>Total</b>	<b>\$ 1,071.04</b>

This memo serves as your approval to purchase equipment and/or services as listed above. The special funds will be placed in the 'Client Services' category of your SFY 2018-2019 budget and made available upon receipt of the signed Activity 403 Agreement Addendum SFY2019, Revision #1 sent to agencies later this month.

1. If the purchase price exceeds the amount approved, you must request approval of the excess before incurring the cost.
2. Submit a copy of the invoice for equipment to the NC Department of Health and Human Services, Nutrition Services Branch, Attention: Michele Faison, 5601 Six Forks Road, 1914 Mail Service Center, Raleigh, NC 27699-1914, at the time you report the expenditure. The invoice should indicate the actual cost of each item including discount and sales tax and any serial or identification number.
3. These are time-limited grant funds. All items must be received or encumbered prior to September 30, 2018. Invoice reconciliation must be completed by October 31, 2018. Failure to do so will result in the loss of special funds.

KL/mf



**Jones County Health Department**  
**Breakdown of Animal Bite/Exposure Reports FY 2017-18**

Month	Incidence by Month	Location of Incident - Jones County				Species of Animal				Type of Incidence			Current on Rabies Vaccination?			Quarantine Required?		If Required, Where Quarantined		
		Trenton	Pollocksville	Maysville	Other	Location - Other County	Dog	Cat	Other	Bite	Exposure Only	Other	Yes	No	Unknown or N/A	Yes	No	Owner's Property	Vet/ Shelter	Unknown/ Unable to Locate
July	5		3		1	1	4	1		5			1	1	3	5		2		3
August	1			1			1			1				1		1		1		
September	2	1			1		2			2			1	1		2		1	1	
October	2		1		1		2			2			1	1		2		2		
November	2	1			1		2			2			1	1		1	1			1
December	1	1						1		1				1			1			
January	2	2					1		1	1	1		1		1		2			
February	1				1		1			1			1			1		1		
March	1				1		1			1			1				1			
April	3	2		1			3			2	1		2		1	2	1	2		
May	2	2					2			2				2		1	1	1		
June	1		1					1		1			1			1		1		
Total FY 17/18	23	9	5	2	6	1	19	3	1	21	2	0	10	8	5	16	7	11	1	4
Total FY 16/17	12	2	4	2	4	0	7	2	3	11	1	0	2	6	4	9	3	5	3	1
Change	11	7	1	0	2	1	12	1	-2	10	1	0	8	2	1	7	4	6	-2	3

Jones County Health Department  
Recap of Rabies Vaccination Clinics - Prior 5 Years  
November 18, 2017

Year	Clinic Date	Rabies Vaccinations per Clinic	Total Rabies Vaccinations	Average/Clinic
2013	5/13/2013	83		
	11/16/2013	23	106	53
2014	5/16/2014	110		
	11/15/2014	77	187	94
2015	5/16/2015	108		
	11/14/2015	70	178	89
2016	6/4/2016	91		
	11/5/2016	99	190	95
2017	5/6/2017	120		
	11/18/2017	85	205	103
	Spring	512		Average/Year
Total:	Fall	354	866	173

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## Coates' Canons Blog: Mandates in animal control: What MUST local governments do?

By Aimee Wall

Article: <http://canons.sog.unc.edu/?p=1386>

This entry was posted on November 23, 2009 and is filed under Administration, Animal Control, Dangerous Animals, Rabies Control

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I am often asked, what animal control services MUST local governments provide? The question may come from local officials who are in the process of evaluating their options. Perhaps money is tight and they are considering dropping some animal control services, consolidating services with another jurisdiction or otherwise streamlining animal-related functions. Or the question may come from the media or members of the public, often because they are frustrated that local officials are not responding to an animal-related issue. For example, an article on urban coyotes in Sunday's Charlotte Observer explained that despite the growing coyote population and the public's expressed concerns, "county animal control doesn't respond to coyote calls, referring residents to state officials and private contractors who trap wildlife for a fee." So, what is the answer?

The short answer is *very few*. State law *authorizes* local governments to provide quite a few animal control services but *requires* only a handful of services.

State law mandates local government action in three main areas: rabies control, animal adoption and dangerous dogs. Some of these mandates are actually new, stemming from the recently enacted legislation discussed in an earlier blog post.

### ***Rabies control***

State law requires that an "animal control officer" – defined as a city or county employee whose responsibility includes animal control – canvass the jurisdiction to determine if there are dogs, cats or ferrets not wearing rabies vaccination tags ( G.S. 130A-192, as amended by 2009-327). If such an animal is found, the law directs the officer to follow up with the animal's owner, if known (i.e., animal wearing a tag or microchipped). If the owner is not known, the officer is *authorized* but *not required* to impound the animal.

If the animal is impounded, additional mandates are triggered. The amendments to G.S. 130A-192 in S.L. 2009-304 require that most impounded animals (1) be made available to the public for viewing for a minimum period of time and (2) be made available for adoption before being sold (presumably for research purposes) or euthanized. Note that the rabies law does not require every city and county to have an animal control officer that performs these functions – but the implication is that every jurisdiction will be served by one. Many municipalities, for example, rely on the county to perform this function for them while others have their own officers.

The rabies and communicable disease control laws also impose duties on local health directors to respond to reported animal bites, manage potential human exposure to rabies, and organize at least one rabies vaccination clinic per year. Local health departments often take the lead on these responsibilities but in some jurisdictions, a close partnership with local animal control officials results in some or all of this authority being delegated outside the health department (see G.S. 130A-6; delegation of authority).

### ***Animal holding and adoption***



While local governments are not required to have animal shelters (see G.S. 153A-442 and 160A-493; authorizing county and city expenditures in support of shelters), the mandates in the rabies law related to confinement of cats and dogs that bite can be read to imply that local governments who participate in rabies control functions should have an arrangement with some type of animal holding facility. Some local governments address this need by operating their own shelter while others have agreements with neighboring jurisdictions, private shelters, boarding facilities or veterinary offices.

With the passage of S.L. 2009-304, state law imposes several new sheltering-related mandates on local governments. All animals that are "taken into custody for violation of statutes or ordinances not related to rabies control" and animals surrendered to a shelter by an owner must be held for a minimum of 72 hours, subject to limited exceptions. In addition, as mentioned above, before any animal held by a shelter can be sold or put to death, it must be made available for adoption as provided in the revised law. It is important to remember that the law does not *require* that these animals be "taken into custody," but if they are the additional mandates kick in.

### ***Dangerous dogs***

Several basic state statutes governing dangerous dogs are found in Chapter 67, Article 1A. The statutes define some key terms and outline consequences related to actions of dangerous or potentially dangerous dogs and their owners. Many local governments have also adopted their own dangerous dog ordinances to supplement the state law (see G.S. 153A-131 and 160A-187; authorizing counties and cities to regulate possession or ownership of dangerous animals). The state law imposes only one express mandate on local governments and it is procedural in nature. G.S. 67-4.1(c) requires that county or municipal authorities responsible for animal control designate (1) a person or a Board to determine when a dog is potentially dangerous and (2) a separate Board to hear appeals from such designations. The law further outlines procedures that govern such determinations and appeals, but the bottom line is that the state law assumes local government officials will be playing a role in dangerous dog regulation and enforcement.

In talking with officials over the years, it seems that many of them see the rabies and dangerous dog enforcement activities as non-negotiable services because they are related to public health and safety. They seem comfortable with the notion that they need to ensure that there is some mechanism for responding to these types of concerns within their jurisdictions, regardless of resource implications. But once we step outside of these two areas, the response is often mixed. Some perceive the public demand for local government responsiveness to issues such as animal cruelty, nuisance animals, barking dogs, or exotic animals as authoritative to the point of becoming a "mandate" from the citizens rather than the state. Others conclude that the limited resources of their local government should not be allocated to these types of "optional" services. As another trying budget year faces our state, it will be interesting to see how many animal-related services are dropped by local governments and how many new initiatives are launched.

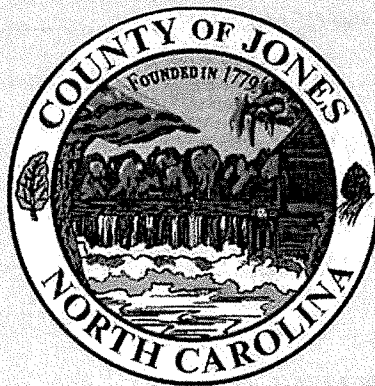
## **Links**

- [www.charlotteobserver.com/topstories/story/1069520.html](http://www.charlotteobserver.com/topstories/story/1069520.html)
- [www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_130A/GS\\_130A-184.pdf](http://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_130A/GS_130A-184.pdf)
- [www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_130A/GS\\_130A-192.pdf](http://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_130A/GS_130A-192.pdf)
- [www.ncleg.net/Sessions/2009/Bills/Senate/PDF/S674v7.pdf](http://www.ncleg.net/Sessions/2009/Bills/Senate/PDF/S674v7.pdf)
- [www.ncleg.net/Sessions/2009/Bills/Senate/PDF/S467v7.pdf](http://www.ncleg.net/Sessions/2009/Bills/Senate/PDF/S467v7.pdf)
- [www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_130A/GS\\_130A-6.pdf](http://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_130A/GS_130A-6.pdf)
- [www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_153A/GS\\_153A-442.pdf](http://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_153A/GS_153A-442.pdf)
- [www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_160A/GS\\_160A-493.pdf](http://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_160A/GS_160A-493.pdf)
- [www.ncleg.net/EnactedLegislation/Statutes/PDF/ByArticle/Chapter\\_67/Article\\_1A.pdf](http://www.ncleg.net/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_67/Article_1A.pdf)
- [www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_153A/GS\\_153A-131.pdf](http://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_153A/GS_153A-131.pdf)
- [www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_160A/GS\\_160A-187.pdf](http://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_160A/GS_160A-187.pdf)

# **Jones County**

## **PURCHASING POLICY**

**July 1, 2018**



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## **Article 1**

### **GENERAL INFORMATION**

#### **I. PURPOSE**

This manual is a resource for Jones County employees to become familiar with the policies and procedures for procuring goods and services. An understanding of how the Finance Office conducts its business can provide the foundation for a solid partnership between the Finance Office and its internal customers. The policies provided in this manual were established to ensure the fair and equitable treatment of all persons involved in public purchasing, to maximize the purchasing value of public funds, and to provide safeguards for maintaining a procurement system of quality and integrity. Following these procedures assures compliance with the North Carolina Local Government Budget and Fiscal Control Act, G.S. 159.

#### **II. APPLICATION**

This policy applies to contracts for the procurement of materials, apparatus, supplies, and equipment entered into by the County after the effective date of this policy. It also applies to expenditure of public funds by County agencies regardless of the source of funds. When the procurement involves the expenditure of federal assistance or contract funds, the Procurement Procedures with Federal Funds Policy shall be followed.

#### **III. DEFINITIONS**

**Addenda/Addendum** - Additional requirements, specifications, or instructions to the originally issued Invitation to Bid or Request for Proposals. All contents of the addenda are incorporated into the original document.

**Appropriation** - An authorization granted by the County Board of Commissioners to make expenditures and to incur obligations for specific purposes.

**Authorized Representative/Designee** - Personnel designated by the Department Head to interact with the Finance Office and also authorized to enter requisitions.

pursuant to NCGS §143-129 by sealed competitive bid. They must be advertised and opened in public. Award will be made to the lowest responsible/responsive bidder(s) taking into consideration quality, performance, and the time specified for the performance of the contract. The Board of Commissioners must make final award.

**Good Faith Effort** - The activities of bidders for County projects designed specifically to obtain participation of Minority and Women Business subcontractors in their projects. Such activities shall be documented and verified for the County when Minority and Women Business Development goals for a County project are not achieved.

**Historically Underutilized Businesses (HUB)** - A program responsible for ensuring maximum utilization of minority, socially and economically disadvantaged, and women owned firms in all areas of County procurement.

**Informal Bid** - Procedure used for the purchase of materials, apparatus, supplies and equipment over \$5,000 and under \$90,000 or construction projects over \$30,000 and under \$500,000. Pricing may be obtained via telephone, fax, email or in writing. Regardless of how the quotes are obtained, documentation of the information should be kept for complete County records. It is the policy of the County to attempt to obtain at least two (2) competitive quotes.

**Invitation to Bid (ITB)** - Process used to request the cost of specified items by providing detailed specifications in advance. It is the mandatory method for the purchase of commodities that fall under state bid statute. Usually indicates that a sealed bid procedure is being used. With an ITB, there is no negotiation and little to no flexibility in terms of what products will meet requirements. Invitations to Bid are not used for services.

**Minority Business Enterprise (MBE)** - For contracts administered by Jones County, a minority is defined as a citizen or lawful permanent resident of the United States who is a member of one of the following ethnic groups, is perceived as such in normal business practices, and whose business is owned and controlled at a minimum of 51% by a minority. (African-American; Asian-American; Native-American; Hispanic-American).



when standardization or compatibility is the overriding consideration. Pursuant to NCGS § 143-129(e)(6), purchases under this exception must be approved by the Board of Commissioners.

**Specifications** - The parameters, requirements, and instructions that define the exact item or service that is desired and provides the basis for comparing bids. Specifications are generally incorporated into a contract, by reference, to become the successful bidder's legal obligations under the contract.

**State Contract** - A contract established by the North Carolina Department of Administration through the Division of Purchase and Contract intended to cover all normal requirements for a commodity or contractual service for a specified period of time based on estimated quantities.

**Surplus Property** - Obsolete or worn out materials and equipment which will be disposed of in conformance with state statutes and competitive conditions, including when necessary, newspaper advertising, electronic bids, and sealed bids.

**Vendor** - A seller who exchanges goods and/or services for money.

Each entity has fundamental requirements for this mutually cooperative endeavor. The Finance Office has the responsibility to:

1. Purchase or lease, for the use of the County and its agencies, boards, and commissions, all supplies, materials, and equipment needed;
2. Ensure all contracts or purchases are in accordance with the County standard procedures and limitations imposed by state law;
3. Assist in the development of standard specifications for all supplies, materials, or equipment purchased through the Finance Department, with the cooperation of the Departments;
4. Handle the day-to-day functions as it relates to Purchasing; and,
5. Be a resource to County departments regarding purchasing policies, rules and laws.

## **B. Objectives**

1. To conduct business with integrity, fairness and dignity so as to maintain public trust and reduce the government's exposure to criticism and legal action;
2. To secure the proper materials, equipment, and services at the appropriate quality and quantity, on a timely basis, as efficiently as possible, and at the lowest possible cost;
3. To conserve public funds by obtaining the best products and services for the dollars spent;
4. To provide all customers with quality service in a manner that is courteous, responsive, accessible, and seamless;
5. To maintain continuity of supply to support on-going service, operations and construction schedules;
6. To assure vendors that impartial and equal treatment is afforded to all whom wish to do business with the County;
7. To secure, whenever possible, competitive prices on purchases;
8. To establish specifications which will encourage competition and accurately describe the equipment, materials, and services needed; and,

6. Make all non-emergency purchases through the Finance Department during normal business hours whenever possible;
7. Advise the Finance Officer of any change in plans or programs that may affect the purchase or use of supplies, materials or equipment.

Jones County employees to accept such gifts and favors. All County employees are expected to comply with all applicable laws and policies, and vendors are expected to abide by these laws and policies as well.

## **V. BENEFIT FROM CONFIDENTIAL INFORMATION**

It is unethical and unlawful for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person, NCGS § 14-234.

## Article 5 METHODS OF PROCUREMENT

The type of product or service being solicited and the dollar amount determines the method of solicitation used, and the method of solicitation determines what type of response a vendor/contractor should submit.

### I. FORMAL BIDS (\$90,000 or more)

The purchase of apparatus, supplies, materials or equipment for expenditures of \$90,000 or more are secured through the competitive sealed bid process governed by the North Carolina statutes. Jones County will issue an Invitation to Bid or a Request for Proposal on all formal bids. Construction and Repair purchases of \$500,000 or more are addressed in Article 8, Construction.

#### A. Invitation to Bid (ITB)

An “ITB” or *competitive sealed bid* is a written request for specifically defined goods or services.

##### 1. Legal Requirements/Policies

Contracts subject to the public bidding requirement set forth in NCGS § 143-129 must be entered into in accordance with the following procedures:

- a. Public Advertisement – Bids for contracts \$90,000 or more must be evidenced by advertisement at least seven (7) full days before the time specified for the opening of such proposals by electronic means on the Jones County website([www.jonescountync.gov](http://www.jonescountync.gov)). The advertisement must contain, at a minimum:
  - i. The time and place specifications may be obtained;
  - ii. The time and place bids/proposals will be opened; and,
  - iii. A statement reserving the County’s right to reject any or all bids.
- b. All bids must be submitted in a sealed opaque envelope or package to ensure prices and terms will not be disclosed.

## **2. Purchasing Procedures**

The formal bid process may take up to ten (10) weeks to complete once a request has been received, therefore, planning and scheduling is of the utmost importance.

- a. Written specifications must be prepared. Good, clear specifications are an essential aspect of competitive bidding. Quality and service can be as important as price; therefore, specifications are needed that will fulfill, but not exceed the requirements for which the items and/or services are intended. Specifications are prepared by the ordering department with input from the Finance Officer to ensure that the products purchased meet the need. Brand names or equal should only be used when no other description would be equally satisfactory.
- b. A pre-bid conference may be scheduled to review specifications, pertinent terms and conditions, and to answer vendor questions pertaining to the bid process.
- c. Addenda are prepared, if necessary, due to a change in the bid specifications, or for additional clarification and sent via US Mail, email or fax to all vendors on the original bid list, and any other vendor who has requested such notification.
- d. All bids are opened and the total dollar amount with the corresponding name of the company submitting the bid is read aloud. Documentation of all bids received is retained in the Finance Office files and is available for public inspection upon request. Jones County determines if certain bids are acceptable or need clarification. Before the lowest responsive, responsible bidder can be determined, a thorough evaluation of all bids is conducted after the bid opening. No statement about the apparent successful bidder is required at bid opening. Any deviation or omission in a bid is reviewed on a case-by-case basis to determine the responsiveness of the bid.

- ii. Proposals must be sealed; and,
  - iii. No negotiations may be conducted after the proposals are opened.
- b. RFPs can also be used for contracts that are not subject to the competitive bidding requirements, particularly service contracts. For these contracts, the RFP procedure can be structured to include negotiations following receipt of the proposals, or a separate sealed bid procedure based on new specifications developed after reviewing initial proposals.
- c. RFPs shall be solicited from an adequate number of qualified sources.
- d. The award shall be made to the responsible bidder(s) whose proposal is most advantageous to the County considering price and other factors.

## **2. Purchasing Procedures**

Service Contract solicitation, negotiation, award and execution are accomplished by the following procedures:

- a. The requesting department provides initial specifications and the statement of work. The Finance Office works with the department to refine the specifications and evaluation criteria, and prepares or reviews the final RFP.
- b. An advertisement for Proposals is placed at least one (1) week before the time specified as the deadline for proposals (generally, 3-6 weeks is allowed for preparation of proposals).
- c. If needed, a pre-proposal conference will be scheduled to review pertinent terms and conditions and answer vendor questions pertaining to the RFP process.
- d. Addenda are prepared, if necessary, due to a change in the RFP specifications, or for additional clarification and sent via US Mail,

## 1. Legal Requirements/Policies

- a. While the law does not specify a minimum number of informal quotes, the general policy of Jones County is to obtain at least three (3) informal quotes.
- b. NCGS § 143-131 does require that contracts in the informal bidding category be awarded to the “lowest responsible bidder, taking into consideration quality, performance, and the time specified in the bids for performance of the contract.” It is the duty of the person or department entering into the contract to keep a record of all quotes submitted, provided that such records shall **not** be subject to public inspection until the contract has been awarded. If the department obtains the quote, the quotations must be submitted with the requisition.
- c. It is the policy of Jones County that expenditures for commodities totaling \$1,000 or more are issued on a Purchase Order.

## 2. Purchasing Procedure

- a. To initiate the purchasing process, the department enters a Requisition through the Finance Department requesting the purchase of identified commodities.
- b. To facilitate the purchase, the requesting department should provide Finance with written quotes, emails, contracts, and/or proposals from at least three (3) vendors; or, an explanation of a verifiable reason competition is not available.

## III. DECENTRALIZED PURCHASING

The County policy affords departments the opportunity to purchase items without a purchase order **only** when the expenditure is less than \$1,000. The department may make the purchase after seeking appropriate competitive



## **A. Legal Requirements/Bid Law**

The “piggybacking” exception, codified as NCGS§ 143-129(g) states that the following requirement must be met:

1. Price and other terms and condition of the contract must be at least as favorable as the prior contract;
2. The contract must be one that was entered into following a public, formal bid process “substantially similar” to the one set forth in NCGS § 143-129;
3. The County Boards of Commissioners must approve all piggyback purchases at a regularly scheduled meeting;
4. Notice of intent to award the contract without bidding must be publicly advertised no less than ten(10) days prior to the Commissioners meeting at which the contract is scheduled to be awarded; and,
5. Purchases may be made under the Piggyback authority only when the responsible officials determine it to be in the best interest of the County (suggesting that some effort should be made to determine that the price and terms offered by the supplier are as good as or better than those that could be obtained through bidding).

## **B. Procedures**

Before recommending a contract under the piggybacking exception to the Board of Commissioners, the Department and/or Purchasing Agent should ensure the following:

1. Proof of the contract, verifying the existence of the contract and that the contract is not more than twelve (12) months old;
2. Proof that the prior bid was the result of a public, formal bid process. The key aspects should be public advertisement and sealed competitive bids; and,
3. Any modifications to the original contract are not outside the scope of what was originally bid or would substantially increase

Each fleet fuel card requires a Personal Identification Number (PIN). Each driver is responsible for using the appropriate PIN to fuel vehicles as necessary. Fleet fuel cards are restricted to purchases of **fuel only**. Drivers may be held personally liable for any other charges incurred on the card.

Use of this card for personal use will subject the user to disciplinary action including dismissal.

## **IX. PROFESSIONAL SERVICES**

### **Architect, Engineer or Surveyor**

Major architectural, engineering and surveying service contracts are managed by the County Manager with review by the Finance Office. The Board of Commissioners will pre-approve the project and will ultimately select the firm or individual to provide these services. Selection of a firm to provide these services is based on the qualifications of the firm and individuals to perform the desired services in accordance with NCGS § 143-64.31-34 which states that local governments are required:

- A. To announce all requirements for architectural, engineering, and surveying services;
- B. To select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required, without price information; and,
- C. To negotiate a contract for these services at a fair and reasonable fee with the best qualified firm.

## **X. SOLE SOURCE**

Sole Source purchases are exempt from formal bidding for purchase contracts “when performance or price competition for a product is not available; when a needed product is available from only one source of supply; or when standardization or compatibility is the overriding consideration.”

## **B. Cooperative Purchasing**

Purchases made through a competitive bidding group purchasing program, which is a formally organized program that offers competitively bid purchasing services at discount prices to two or more public agencies, are exempt from the North Carolina competitive bid laws.

## **C. Emergencies**

The formal bidding statute provides that bidding is not required “in cases of special emergency involving the health and safety of the people or their property.” The essential elements for an emergency to be exempt under the statute are:

1. The emergency must be present, immediate and existing;
2. Harm cannot be averted through temporary measures; and,
3. The emergency cannot be self-created (due to a failure to take precautions).

## **D. Purchases from other governmental units**

The competitive bidding statutes do not apply when the contract for the purchase of apparatus, supplies, materials or equipment is from any federal agency, or any other governmental unit within the United States (i.e. municipalities, counties, schools, housing authorities).

## **E. Contracts established by the State or any agency of the State**

The North Carolina Statutes allow purchases from contracts established by the State or any agency of the State, if the contractor is willing to extend the same or more favorable prices, terms and conditions as established in the original contract. No governing board approval is needed to enter into a contract under this provision.

## **Article 6**

### **GENERAL PURCHASING PROVISIONS**

#### **I. BOND REQUIREMENTS**

Bonds or other security instruments may (at the option of Purchasing) be requested for supply or service contracts required by the North Carolina State Purchasing Statutes to protect the County's interest. Any such bonding requirements shall be set forth in the solicitation. Bid or performance bonds shall not be used as a substitute for a determination of a bidder's responsibility.

#### **II. WHEN BONDS ARE REQUIRED**

The formal bid statute requires the County to obtain a bid bond, performance bond and a payment bond for construction or repair projects in the amount of \$500,000 or more. For each separate contract exceeding \$50,000 (i.e. plumbing, electrical, general, HVAC) a performance and payment bond is required. Bonds cannot be waived.

#### **III. ERRORS IN BIDS AND BID WITHDRAWAL**

Withdrawal of inadvertently erroneous bids and return of bid deposit may be permitted where appropriate, for construction or repair projects; or for the purchase of apparatus, supplies, materials or equipment within seventy-two (72) hours after bid opening. Request for withdrawal must be made in writing directed to the County Manager.

#### **IV. LOWEST RESPONSIVE, RESPONSIBLE BIDDER**

Award of contracts is made to the lowest responsive, responsible bidder taking into consideration quality, performance and the time specified for the performance of the contract.

A. "Responsible" refers to the bidder and "responsive" refers to the bid.

## **VII. “PREDOMINANT ASPECT” RULE**

Some contracts involve both a service and the purchase of tangible property. In these cases, the “predominant aspect” rule is applied in determining the best approach for obtaining the service and goods.

If the service component of the contract is the predominant aspect of the contract (in terms of relative costs or importance to the contracting unit) the contract is characterized as a service and a Request for Proposals (RFP) should be used.

If the purchase of supplies or equipment is the predominant aspect of the contract, an Invitation to Bid (ITB) should be used.

## **VIII. PUBLIC RECORD**

Formal bids received in response to an ITB are subject to public inspection once they are opened and must be made available for inspection, subject to reasonable limitations necessary to maintain their integrity and to properly conduct the bidding procedure. Custody of the bids must be maintained to avoid any possibility that bids might be altered or that portions might be misplaced or removed.

There is only one exception to the rule that formal bids are public record once they are opened. State statutes provides an exception for information contained in a bid that meets the definition of a trade secret under state law, and such must be designated at the time the bid is submitted.

Informal bids are not subject to public inspection until **after** the contract is awarded. Information shall not be disclosed verbally or otherwise, in order to maintain confidentiality, until after the award.

- C. The nature of the product or the County's requirement makes use of a brand name "or equal" specification suitable for the procurement; or,
- D. The use of a brand name "or equal" specification is in the County's best interest.

## **XI. VENDOR APPLICATIONS**

Sourcing of vendors is accomplished through means such as references, internet, referrals, recommendations and direct requests.

All vendors are required to complete a **Vendor Form** and **W-9 form** in order to become a vendor of the County.

Completed **Vendor Forms/W-9 forms** do not officially register, certify, approve or guarantee opportunity for business with the County. Vendors are responsible for checking advertisements and the web site for bid opportunities.

## **XII. VENDOR RELATIONS**

Interaction between vendors (and prospective vendors) and representatives of the County is essential for a professional and effective purchasing program. Good vendor relations are valuable business assets, established through mutual confidence. The purchasing Department expects vendors, by timely offerings and advice, to supply adequate information concerning materials, equipment, facilities, methods or ideas which we need to make proper, efficient purchasing decisions.

## **XIII. LOCAL BUYING**

According to NCGS § 143-129(b) the County has no authority to establish preferences of any kind and is bound by law to award to the "lowest responsible bidder, taking into consideration quality, performance and time specified in the proposals for the performance of the contract." However, it is the desire of the County to contract with vendors and contractors located within Jones County whenever possible.

## **Article 7**

### **CONSTRUCTION CONTRACTING**

All construction or repair projects that involve expenditures of \$30,000 or more must comply with the prescribed formal or informal competitive bidding procedures of North Carolina General Statutes. The procedure depends on the amount of the contract as outlined below.

*Note: Building Construction contracts are typically handled by the County Manager*

#### **I. FORMAL BIDS (\$500,000 or more)**

For all building projects that cost more than \$500,000, separate specifications must be drawn for each of the following four (4) branches of work:

1. Heating, ventilating, air conditioning and accessories and/or refrigeration for cold storage
2. Plumbing and gas fittings and accessories
3. Electrical wiring and installation
4. General work relating to the erection, construction, alteration or repair of the building(s) that is not included in the first three (3) branches of work

The statutes list five (5) competitive bidding methods from which to choose for construction of building projects estimated to cost more than \$500,000:

1. Separate Prime Bidding - Separate bids must be received for each of the categories of work (listed above) for which specifications are prepared. Each contractor is directly liable to the County and to the other contractors for fully performing its contractual duties and obligations in accordance with the plans and specifications. A separate contract is awarded for each of the listed branches of work.
2. Single-Prime Bidding - In single-prime contracting, the contractors bid on performing all the work required by the project for a specified price. The selected contractor hires and supervises the subcontractors used for various parts of the work. Bidders under the single-prime approach must

- B. Bids must be submitted in a sealed opaque envelope or package to ensure prices and terms will not be disclosed.
- C. Three (3) bids must be received in order to award a contract. If less than three (3) bids are received, the project must be advertised again. The original bids received are not opened and returned to the bidders (unless bidder authorizes the agent to hold sealed bid for new opening date/time). If separate-prime bids are received, a complete set (one of each branch) counts as one (1) bid.
- D. Bids must be accompanied by a five percent (5%) bid deposit or bid bond.
- E. Bids must be opened in public at the time and place specified in the advertisement.
- F. The governing board must award the contract.
- G. If awarded, a written contract must be executed.
- H. The contractor must provide performance and payment bonds for 100 percent (100%) of the contract amount before any work begins (for each contract exceeding \$50,000).
- I. Minority Business Participation Requirements – The law requires the County and the contractors to make a good faith effort to use minority businesses in construction or repair projects. The statutes list ten (10) activities from which bidders may choose in carrying out their obligations and each activity is assigned points.

All bidders must identify on their bids the minority businesses that they will use on the project and the total dollar value of the bid that will be performed by minority businesses. They must also include an affidavit listing the good faith efforts they have made.

After bids are received, the apparent lowest bidder must provide additional information within a time period specified in the bid document. This bidder must provide either:



- A. Performance and payment bonds are required for each contract that exceeds \$50,000.
- B. Contracts must be awarded to the “lowest responsible bidder, taking into consideration quality, performance and the time specified for the performance of the contract.”
- C. Minority participation must be solicited for any subcontracting and efforts must be documented. Upon completion of the project, a report must be submitted to the Department of Administration, Office of Historically Underutilized Business. The report must include the type of the project, total dollar amount of the project, dollar value of minority business participation on each project, and documentation of efforts to recruit minority participation.

### **III. Selection of Architect, Engineer or Surveyor**

Pursuant to NCGS §133-1.1(a), plans and specifications for public projects must be prepared by a registered architect or engineer when (1) new construction or repairs involving major structural or foundation changes with expenditures totaling \$135,000 or more, (2) repairs not involving structural or foundation changes with expenditures totaling \$300,000 or more, and (3) work affecting life safety systems when the expenditure is \$100,000 or more.

#### **Legal Requirements**

Selection of a project designer; use of a registered architect or engineer is governed by North Carolina General Statutes which states the following requirements:

- A. All requirements for architectural, engineering and surveying services must be announced and obtained through a Request for Qualifications (RFQ) process.
- B. Selection of qualified firms to provide services must be on the basis of demonstrated competence and qualifications for the type of professional services required, without regard to the firm’s fee, other than unit price information.

## **Article 8 SURPLUS PROPERTY**

### **I. SURPLUS PROPERTY**

The Finance Office is responsible for administering the sale and disposal of surplus equipment, materials and supplies. Each department shall report all surplus or obsolete equipment, materials and supplies to the Finance Office.

Disposition may be accomplished by any of the following means:

- A. Trade-in on new equipment (as established in NCGS § 143-129.7)
- B. Advertising for sealed bids
- C. Negotiated offer and upset bid
- D. Sale by public auction (electronically via GovDeals.com, or IAAI.com for vehicles and auto parts)
- E. Private Negotiation and Sale

When surplus, obsolete or worn out materials or equipment is sold, it will be done through arrangements by the Finance Office in conformance with North Carolina State statutes (NCGS § 160A-266 through 270) and competitive conditions, including when necessary, newspaper advertising, electronic advertising, and sealed bids. Other departments will have the opportunity to acquire surplus items before disposal, if appropriate.

The Finance Department must be notified of all dispositions of equipment that are on the fixed asset inventory list.

statement shall read: *“This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.”*

#### **B. Non-appropriation Clause**

Non-appropriation clauses must be included in any County contract requiring expenditure of County funds and entered into for terms longer than the current fiscal year.

#### **C. Insurance**

All County contracts must include insurance provisions and certificates with minimum limits as referenced in the contract.

The County shall be named as an additional insured and it is required that coverage be placed with an “A” rated insurance company acceptable to the County. The contract should provide that the County must be added as an additional insured as evidenced by an endorsement attached to the insurance certificate. The contract must also provide that failure to include the required insurance certificates may be cause for contract rejection or termination.

#### **D. Reimbursable Expenses**

Normal Reimbursable Expenses such as reproductions, travel, long distance telephone and fax transmission may be considered in addition to the contract expense. The agreement must include a “not to exceed” amount; and will become part of the total contract cost.

#### **E. Professional Services**

The following clause must appear in all Professional Services agreements and contracts – including Architects, Engineers or Surveyors:

“Except with the Owner’s knowledge and consent, the Architect, Engineer or Surveyor shall not engage in any activity or accept any employment, interest or contribution that would reasonably appear to compromise the

identify which contract is being amended. Significant changes in contract terms and conditions may be cause for additional County Attorney review.

#### **H. Memorandums of Understanding/Agreement (MOU/MOA) Related to Grant Applications**

A MOU/MOA is a legal document outlining the terms and details of an agreement between parties, including each parties' requirements and responsibilities. The MOU/MOA is often the first stage in the formation of a formal contract. It is given weight in a court of law should one party fail to meet the obligations of the memorandum.

#### **I. Premature Termination of Contracts**

If a contract needs to be terminated prematurely, the County Attorney should be promptly notified with detailed documentation stating the reasons for the termination request. Absolutely no contract is to be terminated prematurely without written authorization from the County Manager and/or the County Attorney. Wrongful termination of a contract can have serious adverse consequences to the County.

## **Article 10 FEDERAL FUNDS**

### **I. FEDERAL FUNDS: CONFLICT OF INTEREST**

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any sub-recipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including sub-recipients, of the requirements of this policy and any additional prohibitions or requirements.

#### **A. Conflicts of Interest**

In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of Jones County may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent,
2. any member of his or her immediate family,
3. his or her partner, or

## **A. Policy**

- 1. Application of Policy.** This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed) which includes, but is not limited to, direct grants, USDA grants and loans, CDBG funds, FEMA disaster assistance grants, and the Highway Planning, Research, and Construction Program. The requirements of this Policy also apply to any sub-recipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- 2. Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. §200.317 through §200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. Jones County will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should Jones County have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law

- 3. Contract Award.** When bids are required by law, or otherwise solicited by the County, all contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract. Consideration shall be given to contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

### C. General Procurement Standards and Procedures:

1. **Necessity.** Purchases *must be necessary* to perform the scope of work and must avoid acquisition of unnecessary or duplicative items (no stock-piling). The Finance Department and/or the Requesting Department should check with the federal surplus property agency prior to buying *new* items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
2. **Clear Specifications.** The Finance Department will ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
3. **Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
4. **Compliance by Contractors.** All solicitations should inform prospective contractors that they will need to comply with all applicable federal laws, regulations, executive orders, FEMA requirements, and terms and conditions of the funding award.
5. **Fixed Price.** Solicitations must state that the bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are *prohibited*. Time and materials contracts are *prohibited in most circumstances*. Time and Materials (Cost-Plus) contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. A Time and materials contract shall not be awarded without the express written

estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.

- 11. Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II. C. "Contract Award" of this Policy.
- 12. Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder's list. Prior to preparing the contract, the Finance Department or the Requesting Department must verify that the contractor is not on the federally debarred bidder's list.
- 13. Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- 14. Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The County shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding; specifying a brand name without allowing for "or equal" products, or other unnecessary requirement that have the effect of the restricting competition.
- 15. Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.



## **Purchase Contracts**

### **Service Contracts (except for A/E Professional Services)**

#### **\$10,000 up to \$90,000:**

Shall be procured using the Uniform Guidance “small-purchase” procedure (2 C.F.R. §200.320(b))

#### **Procedures are as follows:**

- Cost or price analysis is NOT required prior to soliciting bids
- Obtain **written** price quotes from an adequate number of suppliers or sources (which shall not be less than two (2) quotes)  
Check specific grant as some agencies may require more than two (2) quotes
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. §200.321
- Award contract as a Fixed Price. A Not to Exceed basis is permissible for service contracts only where obtaining a fixed price is not feasible.
- Award to lowest responsive, responsible bidder
- Contract must be in writing (purchase contracts may be in the form of a purchase order; service contracts and construction repair require use of contract template)
- **Cannot** use a cooperative purchasing program as an Exception to the Bidding

## **Service Contracts (except for A/E Professional Services)**

### **\$250,000 and above**

Shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought.

*Note: RFP's (Competitive Proposals) can **only** be used when conditions are not appropriate for the use of sealed bids such as service contracts. This can be used for all types of contracts \$250,000 and over.*

### **Procedures are as follows for *competitive proposal* method:**

- Publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
- Solicit from adequate number of qualified firms
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
- Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
- All responses must be considered to the maximum extent practical.
- Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
- Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP.
- Governing board approval is required per local policy.
- Award the contract on a fixed-price or cost-reimbursement basis
- Must have written contract with federal contract provisions included
- **Cannot** use a cooperative purchasing program as an Exception to the Bidding

## **Construction/Repair/Facility Improvement/Renovation**

### **\$250,000 up to \$500,000:**

Shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c))

#### **Procedures are as follows:**

- Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
- Complete specifications must be made available to all bidders
- Public Advertisement: Advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained
- Solicit from adequate number of known suppliers
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
- Bids must be submitted sealed
- Public Bid Opening
- Must have two (2) sealed bids submitted prior to opening
- 5% Bid Bond (a bid that does not contain a bid bond cannot be counted toward the two (2) bid requirement)
- Performance and Payment Bonds for 100% of contract price
- Bids may only be rejected for “sound *documented* reasons”
- Contract awarded on firm-fixed price basis
- Award to lowest responsive, responsible bidder
- Must have written contract with federal contract provisions included
- Governing Board approval is not required

## **Construction/Repair/Facility Improvement/Renovation**

### **\$500,000 and above:**

Shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129)

#### **Procedures are as follows:**

- Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
- Complete specifications must be made available to all bidders
- Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
- The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).
- Public Advertisement: (Electronic Advertising is authorized)
  - Legal notice must reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
- Solicit from adequate number of known suppliers
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
- Good Faith MBE Requirements/Affidavits must be submitted
- Bids must be submitted sealed and in paper form.
- Public Bid Opening
- Must have three (3) sealed bids submitted before opening
- 5% Bid Bond (a bid that does not contain a bid bond cannot be counted toward the three (3) bid requirement)
- Performance and Payment Bonds for 100% of contract price
- Bids can only be rejected for “sound *documented* reasons”
- Contract awarded on firm-fixed Price basis
- Award to lowest, responsive, responsible bidder

## **Professional Services (Architectural and Engineering Services)**

### **Under \$250,000**

Shall be procured using the state "Mini-Brooks Act" requirements (G.S. 143-64.31)

#### **Procedures are as follows:**

- Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms
- Advertisement: Solicit only - Newspaper is not required.
- Price (other than unit cost) shall not be solicited in the RFQ.
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
- Evaluate the qualifications of respondents based on the evaluation criteria developed by the Finance Department and/or Requesting Department.
- State licensure requirements apply
- Rank respondents based on qualifications and select the best qualified firm.
- Price cannot be a factor in the evaluation.
- Preference may be given to in-state (but not local) firms.
- Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
- Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated.
- Must be a fixed price or not to exceed contract type for services
- Governing board approval is not required.
- Must have written contract with federal contract provisions included

- Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
- Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated.
- State licensure requirements apply
- Must be a fixed price or not to exceed contract type for services
- Governing board approval is not required.
- Must have written contract with federal contract provisions included

**Note 1: Geographic preference can be given (in-state) as long as there are an appropriate number of qualified firms given the size of the project**

**Note 2: RFQ process cannot be used for general consulting services or other services not defined by state law or PDAT Supplement, Section V-15 even if those services can be performed by an architectural or engineering firm.**

- B. Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.
- C. Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy do not result in a qualified winning bidder.
- D. Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

<b>JONES COUNTY POLICY</b>  <b>ADDENDUM</b>	Date approved:  7/9/2018
TITLE:  Insurance	Effective date: July 9, 2018 Revised date:

**General Provisions:**

This addendum is to clarify the health insurance offered to the Board of Commissioners. Any full time County employee that works 30 hours per week or more is offered health insurance through the County insurance plan. The Jones County Board of Commissioners are offered the same health insurance coverage that the employees are. As of July 1, 2018, any Commissioner that chooses to be added to our health insurance will be responsible for the entire cost of the health insurance. This will be deducted per payroll deduction on a bi-weekly basis.



EXHIBIT E

<b>JONES COUNTY POLICY</b> <b>ADDENDUM</b>	Date approved:  7/9/2018
TITLE:  Travel Stipend	Effective date: July 9, 2018 Revised date:

**General Provisions:**

This addendum is to clarify the travel stipend issued to the Board of Commissioners on a monthly basis. The Jones County Board of Commissioners receive a monthly stipend for travel that is incurred in the course of their Commissioner duties. This stipend is to cover all travel, mileage, and meals for each Commissioner, but may exclude official meetings.

OATH OF OFFICESTATE OF North CarolinaCounty of Jones

} SS

I, Susan Bowen Riggsdo solemnly swear (or affirm) that I will support, protect and defend the Constitution of The United States and the Constitution of the State of North Carolina and that I will discharge the duties of my office of Tax Collector

with fidelity; that I have not paid or contributed, or promised to pay or contribute, either directly or indirectly, any money or other valuable thing to procure my nomination or election (or appointment), except for necessary and proper expenses expressly authorized by law; that I have not knowingly violated any election law of this State, or procured it to be done by others in my behalf; that I will not knowingly receive, directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my office than the compensation allowed by law. So help me God.

  
Susan Bowen Riggs

Sworn to and subscribed before me this

9th

day of

July2018



COUNTY OF JONES  
JONES COUNTY TAX OFFICE  
P.O. Box 87  
Trenton, NC 28585-0087  
Phone: (252) 448-2546  
Fax: (252) 448-1080

Hope Avery  
*Tax Administrator/Assessor*

Susan Riggs  
*Tax Collector*

July 8, 2018

To: Jones County Board of Commissioners  
Franky J. Howard, County Manager  
Brenda Reece, Assistant County Manager/Finance Officer

From: Susan B. Riggs

I, Susan B. Riggs, Tax Collector of the County of Jones, submit the following Jones County 2017 Tax Settlement Reports for your inspection. These reports are a summary of taxes collected by the tax office for the year 2017. In these reports you will find the total summary of collected taxes in the Jones County Tax Office, a summary of uncollected tax receipts by year of levy, and a summary of deferred tax by year of levy.

I have made every effort within the boundaries of the North Carolina General Statutes and with the means afforded me by Jones County, to collect the taxes for 2017.

Please accept this as my settlement for the County of Jones for 2017.

Respectfully submitted to you by:

  
Susan B. Riggs, Jones County Tax Collector

**Accepted by:** Jones County Board of Commissioners

W. Michael Haddock, Chairman

Joseph F. Wiggins, Vice-Chair

Sondra Ipock-Riggs, Commissioner

Zack A. Koonce III, Commissioner

Frank Emory, Commissioner

Summary of Total Collections  
in Jones County Tax Office  
Year Ending June 30, 2018

Tax District	2018 Prepayments	2017 Levy	Prior Year Levy	Levy Collections	2017 Releases	Prior Year Releases	Total Releases
* Jones County	\$ 31,612.37	\$ 6,314,857.43	\$ 178,523.54	\$ 6,493,380.97	\$ 36,114.44	\$ 2,696.61	\$ 38,811.05
Town of Maysville		205,876.87	7,569.09	213,445.96	347.63	437.12	784.75
Town of Pollocksville							
Town of Trenton		50,052.35	2,760.51	52,812.86	21.47		21.47
No. 7/Rock Creek FD		11,280.48	56.65	11,337.13	15.89	0.08	15.97
Pollocksville FD		38,376.44	1,129.27	39,505.71	514.08	-	514.08
Trenton FD		40,301.11	1,082.67	41,383.78	165.26	5.87	171.13
Comfort FD		12,812.53	371.64	13,184.17	5.46		5.46
Hargetts Crossroads FD		17,020.48	443.64	17,464.12	101.23	32.91	134.14
Wyse Fork FD		17,310.97	388.08	17,699.05	145.56	2.45	148.01
Drainage District		4,872.36	117.42	4,989.78			
	\$ 31,612.37	\$ 6,712,761.02	\$ 192,442.51	\$ 6,905,203.53	\$ 37,431.02	\$ 3,175.04	40,606.06

\* Jones County's 2017 and prior collections include levy, penalties, fees and interest less refunds and write-offs.

All other districts' collections include levy, penalties and interest.

2018 Prepayments are not in levy collection totals.

Summary of Uncollected Tax Receipts by Year of Levy  
Year Ending June 30, 2018

Year	Levies											Advertising Cost	Penalty/Fees			Totals
	County	Maysville	Pollocksville	Trenton	Rock Creek/#7 FD	Pollocksville FD	Trenton FD	Comfort FD	Hargetts FD	Wyse Fork FD	Drainage		County	County	Other Districts	
2017	\$ 214,568.80	\$ 9,196.19	\$ -	\$ 2,214.52	\$ 38.01	\$ 1,307.98	\$ 1,258.94	\$ 825.06	\$ 437.30	\$ 860.72	\$ 153.10	\$ 562.21	\$ 2,961.65	\$ 105.98	\$ 234,490.46	
2016	61,058.07	5,547.90	3.00	1,277.21	11.23	343.54	399.04	208.90	177.35	140.55	3.16	239.88	1,855.21	115.66	71,380.70	
2015	52,412.67	3,356.06	-	919.83	8.08	227.74	287.87	152.40	111.34	55.95	1.95	170.45	1,584.71	45.02	59,334.07	
2014	22,472.62	2,286.50	-	532.08	1.05	114.19	116.58	85.13	72.88	-	-	108.58	229.28	12.64	26,031.53	
2013	27,535.88	2,796.32	83.05	639.73	3.75	-	-	-	-	-	-	90.69	458.97	10.64	31,619.03	
2012	25,331.35	2,344.26	268.32	558.60	3.89	-	-	-	-	-	-	74.42	375.66	12.00	28,968.50	
2011	17,564.76	2,297.66	32.21	564.89	0.30	-	-	-	-	-	-	64.21	368.89	42.55	20,935.47	
2010	13,528.97	2,071.66	55.98	654.26	1.01	-	-	-	-	-	-	50.08	315.02	88.93	16,765.91	
2009	11,594.58	1,594.82	108.30	92.90	0.14	-	-	-	-	-	-	45.86	219.65	44.86	13,701.11	
2008	11,612.07	1,518.43	44.51	12.95	0.55	-	-	-	-	-	-	40.76	188.67	0.02	13,417.96	
Totals	\$ 457,679.77	\$ 33,009.80	\$ 595.37	\$ 7,466.97	\$ 68.01	\$ 1,993.45	\$ 2,062.43	\$ 1,271.49	\$ 798.87	\$ 1,057.22	\$ 158.21	\$ 1,447.14	\$ 8,557.71	\$ 478.30	\$ 516,644.74	

Summary of Deferred Tax by Year of Levy  
Year Ending June 30, 2018

Year	Deferment Amount (Tax Base)	Deferment (Tax Levy)	Interest Until 6/30/18	Total Deferment and Interest (Tax Levy)
2017	131,824,155	1,107,323	63,671	1,170,994
2016	132,785,132	1,049,003	154,728	1,203,730
2015	131,770,367	1,040,986	247,234	1,288,220
2014	131,602,817	1,013,342	331,869	1,345,211
Totals	527,982,471	4,210,653	797,502	5,008,156

BOARD OF COUNTY  
COMMISSIONERS

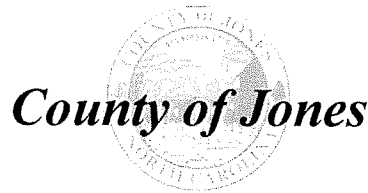
MIKE HADDOCK, Chairperson  
2314 Wyse Fork Road  
Trenton, NC 28585

JOSEPH F. WIGGINS, Vice-Chairperson  
641 Richlands Road  
Trenton, NC 28585

SONDRA IPOCK RIGGS  
862 Riggstown Rd.  
Pollocksville, NC 28573

ZACK KOONCE  
1539 Ten Mile Fork Road  
Trenton, NC 28585

FRANK EMORY  
8466 Hwy 41 West  
Richlands, NC 28574



418 Hwy 58 North, Unit A  
TRENTON, NORTH CAROLINA 28585  
(252) 448-7571 FAX (252) 448-1072

EXHIBIT H

FRANKY J. HOWARD  
418 Hwy 58 North, Unit A  
Trenton, NC 28585

COUNTY ATTORNEY

JIMMIE B. HICKS  
P.O. Drawer 889  
New Bern, NC 28563

CLERK TO THE BOARD

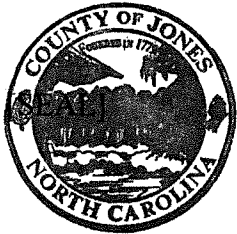
ANGELICA HALL  
418 Hwy 58 North, Unit A  
Trenton, NC 28585

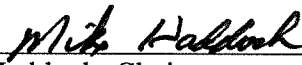
WEBSITE:  
[www.jonescountync.gov](http://www.jonescountync.gov)  
email:  
[jonescounty@jonescountync.gov](mailto:jonescounty@jonescountync.gov)

State of North Carolina  
County of Jones  
To the Tax Collector of Jones County

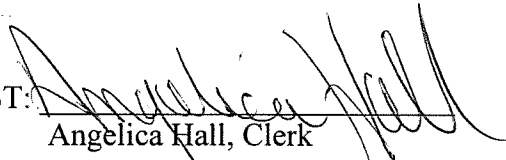
Susan Riggs, you are hereby authorized, empowered, and commanded to collect the taxes set for the in the tax records filed in the office of Jones County Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Jones and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal this 9<sup>th</sup> day of July, 2018.



  
Mike Haddock, Chairperson  
Jones County Board of Commissioners

ATTEST:

  
Angelica Hall, Clerk  
Jones County Board of Commissioners

**Jones County A B C Board**

**P.O. Box 86**

**Trenton, N.C. 28585**

**252-448-3251**

**OVERVIEW OF THE JONES COUNTY ABC BOARD BUDGET FOR THE 2018-19 FISCAL  
YEAR**

THE JONES COUNTY ABC BOARD HAS HISTORICALLY PROVEN ITSELF TO BE A SOLVENT ASPECT OF LOCAL GOVERNMENT, AND HAS IN FACT CONTRIBUTED \$486,074.00 IN PROFIT DISTRIBUTIONS SINCE ITS INCEPTION IN 1957. THE DOCUMENTED LOSS OF SALES OVER THE PAST SEVERAL YEARS, AS WELL AS THE FISCAL LOSSES, NECESSITATED SWEEPING CHANGES TO THE BOARD'S OPERATIONS, INCLUDING REDUCTION OF THE NUMBER OF EMPLOYEES AND STORE HOURS. THE BOARD HAD CONSIDERED CLOSING THE POLLOCKSVILLE STORE TO HELP FURTHER REDUCE MAN HOURS AND OPERATING EXPENSES.

THE OPENING OF THE NEW HIGHWAY 70 BYPASS AROUND GOLDSBORO SEVERAL YEARS AGO PRODUCED AN UNINTENDED, BUT VERY WELCOME, OUTCOME FOR THE BOARD. THE NEWLY DIVERTED TRAFFIC BEGAN STOPPING AT OUR STORES, AS THEY WERE THE MOST ACCESSABLE ABC STORES FOR EASTBOUND TRAFFIC BETWEEN RALEIGH AND THE COAST, RESULTING IN AN APPROXIMATE 5% INCREASE IN SALES FOR THE 2017-18 FISCAL YEAR, AND HISTORIC NET PROFITS FOR THAT PERIOD. THE PROFITS HAVE LARGELY BEEN USED TO HAVE NECESSARY REPAIRS DONE AT THE POLLOCKSVILLE STORE, AS WELL AS PROVIDING OUR EMPLOYEES THEIR FIRST PAY RAISE IN FOUR YEARS.

THE BOARD DECIDED TO EXPAND THE HOURS OF OPERATION OF ALL STORES FROM 50 HOURS PER STORE TO 54 HOURS PER STORE PER WEEK BEGINNING MARCH 30, 2017 TO TAKE GREATER ADVANTAGE OF DAYLIGHT SAVINGS TIME AND TO AFFORD GREATER OPPORTUNITY FOR BEACH-BOUND CUSTOMERS. THE LONGER OPERATING HOURS HAVE HAD NO ADVERSE AFFECT ON HOURLY PRODUCTIVITY. THE BOARD HAS CONTINUED TO MONITOR SALES AND WILL DETERMINE IF ADJUSTMENTS WILL BE NECESSARY TO THE OPERATING HOURS IN ORDER TO TAKE FULLER ADVANTAGE OF POTENTIAL SALES.



THE BOARD EXPERIENCED UNANTICIPATED EXPENSES DUE TO THEIR DELIVERY TRUCK BEING INVOLVED IN A SINGLE-VEHICLE ACCIDENT, WHICH CAUSED THE TRUCK TO BE DETERMINED TO BE A TOTAL LOSS. THE BOARD HAD TO RENT A VEHICLE TO MAKE DELIVERIES UNTIL THEY LOCATED A SUITABLE VEHICLE TO PURCHASE FOR \$4500.

THE JONES COUNTY BOARD OF COMMISSIONERS HAS APPOINTED TWO MEMBERS-AT-LARGE TO THE JONES COUNTY ABC BOARD WITHIN THE LAST TWO YEARS, TO HELP OVERSEE THE SOUND OPERATION OF THE BOARD. THE NEWLY ENLARGED JONES COUNTY ABC BOARD WILL CONTINUE ACTIVELY WORKING TO IMPROVE THE BOARD'S OVERALL FISCAL SOUNDNESS WHILE ENSURING OUTSTANDING CUSTOMER SERVICE AND ALCOHOLIC BEVERAGE CONTROL IN JONES COUNTY. THEREFORE, THE BOARD PRESENTS ITS 2018-19 ANNUAL BUDGET WITH THE FOLLOWING POINTS FOR CONSIDERATION:

- 1.) THE BOARD ANTICIPATES SALES FOR THE CURRENT 2017-18 FISCAL YEAR TO BE \$1,084,469, A HISTORIC HIGH REFLECTING AN APPROXIMATE 5% INCREASE OVER THE PREVIOUS FISCAL YEAR.
- 2.) THE OVERALL COST OF GOODS SOLD (INCLUDING NC EXCISE AND LOCAL BOTTLE TAX) TO BE \$830,085.
- 3.) THE OVERALL PAYROLL (INCLUDING MATCHING DEDUCTIONS AND WITHHOLDINGS) TO BE APPROXIMATELY \$155,140.

**THE BOARD ALSO PRESENTS THE FOLLOWING POINTS FOR CONSIDERATION, WITH REGARDS TO ITS FUTURE PLANS:**

- 1.) THE BOARD ANTICIPATES SALES TO REMAIN AT HISTORIC HIGHS, AND WILL TAKE APPROPRIATE MEASURES TO ADJUST STORE HOURS IF THE NEED ARISES.
- 2.) THE BOARD HAS NEGOTIATED A LAW ENFORCEMENT CONTRACT WITH THE JONES COUNTY SHERIFF'S OFFICE IN ACCORDANCE WITH GENERAL STATUTE (18B-501) AT AN AMOUNT OF NO LESS THAN \$500.00 PER YEAR PLUS THE STATUTORY 3 ½% OF NET PROFIT AS REQUIRED BY THE STATUTE.

3.) 4.) U.S. HIGHWAY 17 IS SCHEDULED TO BYPASS THE POLLOCKSVILLE ABC STORE AT SOME INDETERMINATE TIME IN THE FUTURE, WHICH MAY NECESSITATE THE RELOCATION OR CLOSING OF THE STORE. THE STORE, HOWEVER, WILL STILL NEED TO BE MAINTAINED AND SOMEWHAT RENOVATED UNTIL SUCH TIME AS THE BYPASS IS COMPLETED. SOME OF THE PROPOSED RENOVATIONS INCLUDE UPGRADING THE PRESENT ELECTRICAL SYSTEM, REPAIRING THE ROOF, UPGRADING THE SHELVING, REPAIRING OR REPLACING THE CEILING, AND UPGRADING OUTSIDE SECURITY LIGHTING.

5.) THE BOARD HAS BEEN TENTATIVELY APPROACHED BY MAYSVILLE TOWN OFFICIALS WHO HAVE INQUIRED AS TO THE FEASIBILITY OF RELOCATING THE POLLOCKSVILLE STORE TO A LOCATION WITHIN THE CITY LIMITS OF MAYSVILLE. THE PROPOSED LOCATIONS HAVE INCLUDED;

A.) THE OLD FAMILY DOLLAR STORE LOCATION, ON THE EAST SIDE OF HIGHWAY 17 IN DOWNTOWN MAYSVILLE, BUT THE BOARD DECIDED THAT THE LOCATION WAS UNSUITABLE, DUE TO INADEQUATE ACCESS AND PARKING

B.) THE SOUTHEAST CORNER OF THE JUNCTION OF U.S. HIGHWAY 17 AND N.C. HIGHWAY 58 (aka THE FORMER CLAUDE NORTH AUTO DEALER LOCATION). THE BOARD DETERMINED THAT THE LOCATION WOULD BE IDEAL, BUT THE COST OF THE CORNER LOT AND BUILDING A STORE AT THAT LOCATION WOULD BE PROHIBITIVE.

C.) TAYLOR'S PIGGLY WIGGLY ON THE NORTHEAST CORNER OF THE JUNCTION OF U.S. HIGHWAY 17 AND N.C. HIGHWAY 58 HAS EXPRESSED AN INTEREST IN ADDING AN ADDITION TO THEIR EXISTING STORE AND LEASING A PORTION OF THE SPACE TO THE BOARD FOR A NEW STORE. THE BOARD IS ACTIVELY PURSUING THIS OFFER WITH THE HELP OF MAYSVILLE TOWN OFFICIALS, AS THE LOCATION WOULD DRAW CLIENTELE FROM JONES, ONSLOW, AND CARTERET COUNTIES, AS WELL AS PROVIDING A NEARLY IDEAL LOCATION FOR BEACH TRAFFIC.

IN LIGHT OF THE OUTSTANDING OPPORTUNITIES AND CHALLENGES THAT THE JONES COUNTY ABC BOARD HAS FACED, AND IS CURRENTLY FACING, WE REQUEST THAT THE JONES COUNTY BOARD OF COMMISSIONERS ALLOW THE JONES COUNTY ABC BOARD TO RETAIN THE PROFITS THAT THEY MAY HAVE AS OF THE END OF THE 2017-18 FISCAL YEAR.

**JONES COUNTY ABC BOARD**

P.O. BOX 86

TRENTON, NC 28585

**BOARD RESOLUTION TO ADOPT FY 2018-19 BUDGET**

<b>Account Number</b>	<b>Account Description</b>	<b>Estimated Budget As of 6/30/18</b>		<b>Estimated Budget FY 2018-19</b>
40100-(001-004)	Liquor Sales	1,084,469		1,050,000
41000-070	Investment Income			
<b>Totals</b>		<b>1,084,469</b>		<b>1,050,000</b>
53100-(001-004)	NC Excise Tax	238,040		230,000
53200-(001-004)	Rehab Tax	4,247		4,247
<b>Totals</b>		<b>242,287</b>		<b>234,247</b>
60000-(001-004)	Cost of Goods	587,798		560,000
	<b>COGS+TAX</b>	<b>830,085</b>		<b>794,247</b>
<b>Gross Profit</b>		<b>254,384</b>		<b>255,753</b>
70100-(001-070)	Salaries & Wages	128,078		132,000
70200-(001-070)	Payroll Taxes	9,825		10,000
70300-(001-070)	Retirement	6,712		7,400
70400-(001-070)	Group Insurance	10,525		9,500
	Unemployment Insurance			
<b>GROSS PAYROLL, W/H, TAXES</b>		<b>155,140</b>		<b>158,900</b>
74400-070	Board Member Travel	2,421		2,600
71000-003	Rent	7,417		6,900
71200-(001-004)	Building Repairs	3,412		5,000

71300-(001-070)	Equipment Repairs			1,000
71400-(001-004)	Utilities	12,104		14,400
71500-(001-070)	Telephone	4,218		4,700
72000-(001-070)	Insurance-General	9,144		11,000
72200-(001-070)	Store Supplies	2,598		2,800
72800-060	Delivery	2,500		3,000
73000-(001-070)	Office Supplies	861		1,200
73800-(001-070)	Postage	320		500
74000-(001-070)	Professional Fees	6,855		6,900
74200	Dues & Subs.	143		250
70000-(001-004)	Grounds Maint.	2,160		3,000
73400-(001-070)	Maintenance Agreement	5,802		6,200
75000-(001-070)	Security	915		1,200
75600/75600-060	Vehicle	4,500		1,000
77900-070(75%)	Cr. Cd. Processing	12,414		14,000
71300-(001-070)	Equip. Lease			
78000-(001-070)	MISC.	106		600
77900-070(25%)	BANK SVC. CHG.	4,398		4,500
<b>Total expenses (inc. payroll)</b>		<b>237,428</b>		<b>249,250</b>
<b>ESTIMATED NET PROFIT</b>		<b>16,956</b>		<b>6503</b>

### **SUMMARY OF FY 2017-18 BUDGET**


**ESTIMATED SALES FOR FY 2018-19: \$1,050,000**


**ESTIMATED COST OF GOODS SOLD FOR FY 2018-19: \$794,247**

**ESTIMATED OPERATING EXPENSES (INC. PAYROLL) FOR FY 2018-19: \$249,250**

**ESTIMATED NET PROFIT FOR FY 2018-19: \$6,503**

THEREFORE, LET IT BE RESOLVED  
THAT THE AFOREMENTIONED PROPOSED BUDGET FOR THE 2018-19  
FISCAL YEAR BE APPROVED BY THE JONES COUNTY ABC BOARD  
ON THIS EIGHTEENTH DAY OF JUNE, 2018

  
LUTHER COX, CHAIRMAN

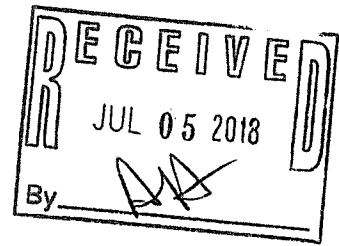
  
JAMES HARPER, BOARD MEMBER

  
TIMOTHY SANDERSON, BOARD MEMBER

  
MIKE HADDOCK, MEMBER AT LARGE

  
FRANK EMORY, MEMBER AT LARGE

EXHIBIT J



June 25, 2018

Charles B Blythe  
PO Box 69  
Trenton, NC 28585

Jones County Board of Commissioners  
110 Market Street  
Trenton, NC 28585

RE: 2017 Tax Value for 5382 White Oak River Rd, Maysville, NC 28555

Dear Commissioners,

We would like to have the 2017 tax value adjusted for the above-referenced property. We purchased this land in 2017 through the finance company via foreclosure in February of 2017 for \$18,300.00. The stated tax value for 2017 does not reflect the true value of this property. At the time of purchase, the home and buildings were in irreparable condition. It was purchased with the intentions of removing the remnants of the home and outbuildings and building a new home for resale purposes.

The delay in the demolition of the home and outbuildings has been due to unfavorable weather conditions and I have also had some health issues that have kept me from overseeing this project.

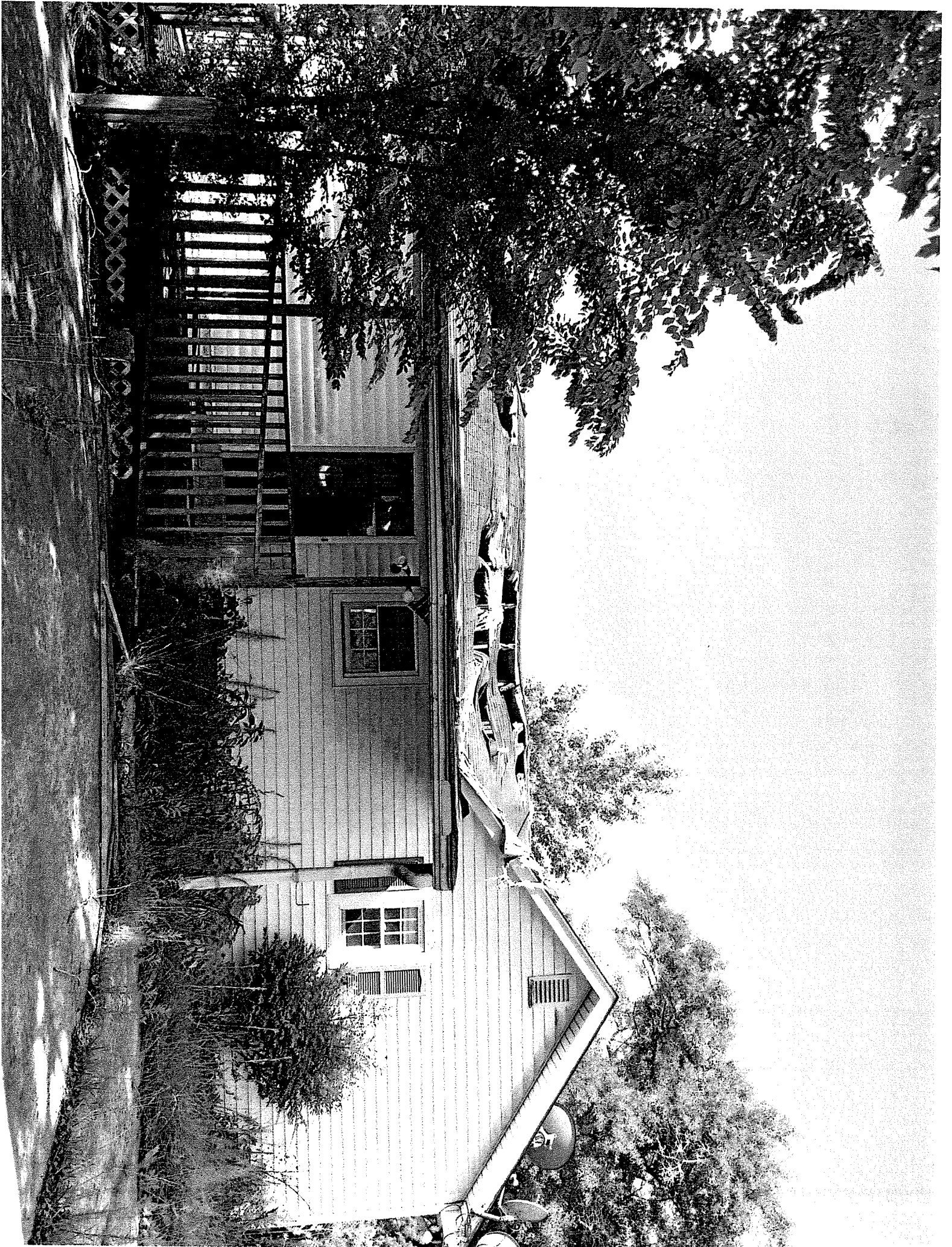
I appreciate your time, consideration and help with adjusting the taxes to reflect the true value of the property when I purchased it.

Sincerely,

Charles B Blythe











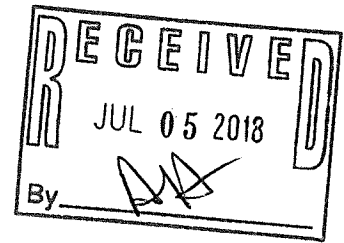






June 25, 2018

Charles B Blythe  
PO Box 69  
Trenton, NC 28585



Jones County Board of Commissioners  
110 Market Street  
Trenton, NC 28585

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I appreciate your time, consideration and help with adjusting the taxes to reflect the true value of the property when I purchased it.

Sincerely,

Handwritten signature of Charles B. Blythe in cursive script.

Charles B Blythe







